

# Quotation Request //

## US Government Publishing Office

Atlanta Regional Office  
3715 Northside Parkway, Suite 4-305  
Atlanta GA 30327-

**JACKET:524-204**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 06/02/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

**TITLE:** Publications

**QUANTITY:** 155 total copies of 4 different coil bound books (see title and quantity below)

Item 1 - Red Books = 80 total copies

Item 2 - Yellow Book = 30 total copies

Item 3 - DCWQS Books = 15 total copies

Item 4 - Master DC Work Books = 30 total copies

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (404) 605-9160.

**TRIM SIZE:** .

Item 1 - Red Books: 4-1/4 x 5-1/2"

Item 2 - Yellow Book: 4-1/4 x 5-1/2"

Item 3 - DCWQS Books: 8-1/2 x 11"

Item 4 - Master DC Work Books: 8-1/2 x 11"

**PAGES:** .

Item 1 - DC Red Books: 130 pages + 2-peice covers

Item 2 - Yellow Book: 74 pages + 2-peice covers

Item 2 - DCWQS Books: 246 pages + 2-peice covers

Item 3 - Master DC Work Books: 684 pages + 2-peice covers

**SCHEDULE:**

Furnished Material will be available for pickup by 06/03/2021

Deliver complete (to arrive at destination) by 06/30/2021

NOTE: Contractor must notify the ordering agency on the same day product ships via e-mail to Jian Zhang ([jian.zhang@uscg.gov](mailto:jian.zhang@uscg.gov)) and ARPPPO ([infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov)). The subject line of this message shall be "Distribution Notice for Jacket 524-204, Req. 1-01256". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Item 1 - DC Red Books:

Cover 1 prints type and agency seal matter via Black ink and flood coated with PMS 186 (Red). Covers 1-4

prints via flood coat with PMS 186 (Red).

Text prints type, lines, screens and illustration matter on the face and back via Black ink. Ink coverage 65%, no bleeds.

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Item 2 - Yellow Book:

Cover 1 prints type and agency seal matter via 4/color process ink. Covers 2-4 is blank.

Text prints type, lines, screens and illustration matter on the face and back via Black ink. Ink coverage 65%, no bleeds.

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Item 3 - DCWQS Books:

Cover 1 prints type and agency seal matter via 4/color process ink. Covers 2-4 is blank.

Text prints type, lines, screens and illustration matter on the face and back via Black ink. Ink coverage 65%, no bleeds.

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Item 4 - Master DC Work Books:

Cover 1 prints type and agency seal matter via 4/color process ink. Covers 2- 4 is blank.

Text prints type, lines, screens and illustration matter on the face and back via Black ink. Ink coverage 65%, no bleeds.

NOTE: Books must be run on a minimum 4-color press with one single pass. High resolution digital printing (CTP) and direct imaging (color copying) from disk is acceptable as long as Quality Level 3 is maintained. (Inkjet printing is not acceptable).

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

One MS word file for item 1 cover; and two PDFs each (cover & text) for items 2 - 4. Files to be e-mailed at time of award (18MB).

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ELECTRONIC MEDIA: One MsWord file (4MB).

SOFTWARE: Page layout furnished via one \*MsWord file (item 1 cover). Contractor to create page layout to image as specified (trim size, margins and/or bleed margins and ink colors).

- Page layout furnished in 8-1/2 x 11" format, contractor to rersize file for finished size 4-1/4" x 5-1/2"
- File(s) may contain some low res images.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor

wishes to convert files to a different file format, the final output must be of the same or higher quality.

- \*SPECIAL SOFTWARE CONSIDERATION: Office Graphics files (e.g. files from Presentation, Word Processing, or other non-publishing applications) are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications.

- If supplied by the Government, a color visual will be considered the color standard. Vendors should match the supplied color visual as closely as possible given differences between inks, toners, and dyes. If no color visual is supplied, psychological reference colors (e.g., Green Grass, Blue Sky) will be used as the color standard.

- If supplied by the Government, a black and white visual will be used as the standard for page integrity. Contractor must ensure that the job outputs exactly as the furnished visual.

- The contractor will not receive additional compensation, or time for common errors associated with the output of Office Graphics files. Common errors include, but are not limited to: 1) Color Issues and Shifts (RGB color date, no spot colors, loss of Black plate), 2) Page Integrity (text re-flow), 3) Missing pre-press features (e.g., bleeds, trim marks), or 4) Loss of text characters from graphic elements.

COLOR(s) Identified as: RGB. Contractor to convert all colors to spot color PMS 186 Red & Black.

FONTs: Partial No fonts will be furnished. Contractor is required to furnish all missing fonts. Missing fonts are as follows but not limited to: Times New Roman and Times- regular, italic, bold and bold italic.

Contractor is to ensure text does not reflow. Contractor must match visual if supplied. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

OUT-PUT: 1200 DPI minimum.

#### ADDITIONAL INFORMATION:

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.

- THE CONTRACTOR SHALL CREATE OR ANY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

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PDF Files:

ELECTRONIC MEDIA: Email seven PDF files to contractor as time of award (14MB).

**SOFTWARE:**

- Page layout furnished via 1 PDF file (items 1-4 covers & text). Contractor to create page layout to image as specified (trim size, margins and/or bleed margins and ink colors).
- Page layout furnished in 8-1/2 x 11" format (items 1 & 2), contractor to resize file for finished size 4-1/4" x 5-1/2"
- File(s) may contain some low res images.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.

COLOR(s) Identified as: RGB. Contractor to convert all colors to Process color and Black.

FONT(S): Furnished as embedded/embedded subsets.

OUT-PUT: 1200 DPI minimum.

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files.
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE OR ANY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Item 1 - DC Red Books:

Covers: JCP Code\* O90, Printable Plastic Film (Synthetic Paper\*\*), (13.8pt / 100#)

Text: JCP Code\* O90, Printable Plastic Film (Synthetic Paper\*\*), (5.9pt / 78#)

\*\*Stock must be YUPO, no other stock is acceptable.

Item 2 - Yellow Books:

Covers: JCP Code\* O90, Printable Plastic Film (Synthetic Paper\*\*), (13.8pt / 100#)

Text: JCP Code\* O90, Printable Plastic Film (Synthetic Paper\*\*), (5.9pt / 78#)

\*\*Stock must be YUPO, no other stock is acceptable.

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Item 3 - DCWQS Books:

Cover: JCP Code\* L20, Vellum-Finish Cover; White, Basis Size 20 X 26" Basis Weight 65#

Text: JCP Code\* A60, Uncoated Text, Basis Size 25 X 38", Basis Weight 70#

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Item 4 - Master DC Work Books:

Cover: JCP Code\* L20, Vellum-Finish Cover; White, Basis Size 20 X 26" Basis Weight 65#

Text: JCP Code\* A60, Uncoated Text, Basis Size 25 X 38", Basis Weight 70#

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**COLOR OF INK:**

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Item 1 - DC Red Books: PMS Red (186) & Black

Item 2 - Yellow Books: 4/color Process & Black

Item 3 - DCWQS Books: 4/color Process & Black

Item 4 - Master DC Work Books: 4/color Process & Black

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**PRINT PAGE:** See Above

**MARGINS:**

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Item 1 - DC Red Books: Full bleed cover. Adequate gripper for text.

Item 2 - Yellow Books: Adequate gripper for covers and text.

Item 3 - DCWQS Books: Adequate gripper for covers and text.

Item 4 - Master DC Work Books: Adequate gripper for covers and text.

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**PROOFS:**

One "Press Quality" PDF proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. Proof must show color and contain all crop marks. NOTE: THIS PROOF WILL NOT BE USED/APPROVED FOR COLOR MATCH OR RESOLUTION.

Contractor is to send a "Ripped" PDF proof to (jmessersmith@gpo.gov) & (jian.zhang@uscg.mil) on/before June 10, 2021.

Contractor will receive an e-mail response from the Government with an approval/disapproval. Proofs will be withheld not more than 2 business day from receipt by the Government\*\* to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK" to print.

\*\*NOTE: The date of receipt by the Government is NOT considered the first workday.

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**BINDING:**

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Item 1 - DC Red Books:

Collate text and cover, trim 4 sides, punch suitably for plastic coil binding. Contractor to maintain sufficient margin to allow for punching without loss of copy. Bind along the 5-1/2" dimension with BLACK plastic coils of suitable capacity. Contractor to determine correct binding element size.

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Item 2 - Yellow Books:

Collate text and cover, trim 4 sides, punch suitably for plastic coil binding. Contractor to maintain sufficient margin to allow for punching without loss of copy. Bind along the 5-1/2" dimension with BLACK plastic coils of suitable capacity. Contractor to determine correct binding element size.

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Item 3 - DCWQS Books:

Collate text, section dividers and cover, trim 4 sides, punch suitably for plastic coil binding. Contractor to maintain sufficient margin to allow for punching without loss of copy. Bind along the 11" dimension with BLACK plastic coils of suitable capacity. Contractor to determine correct binding element size.

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Item 4 - Master DC Work Books:

Collate text and covers, trim 3 sides, punch suitably for plastic coil binding. Contractor to maintain sufficient margin to allow for punching without loss of copy. Bind along the 11" dimension with BLACK plastic coils of suitable capacity. Contractor to determine correct binding element size.

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**PACKING:**

Keep each item separated. Pack suitable per shipping container.

NOTE: All shipping containers require a container label. Complete a copy of the enclosed shipping label(s) (also available at ([www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards))) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary). There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all containers per specifications and Contract Terms.

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**DISTRIBUTION:**

Send e-mail proofs to:

Jian Zhang ([jian.zhang@uscg.mil](mailto:jian.zhang@uscg.mil)) & Jeff Messersmith ([jmessersmith@gpo.gov](mailto:jmessersmith@gpo.gov)) on/before June 10, 2021.

Deliver all copies to:

USCGC Venturous (WMEC 625), 600 8th Avenue SE, St. Petersburg, FL 33701---Attn: ENS Jian Zhang (860) 910-7277.

NOTE: Contractor must notify the ordering agency on the same day product ships via e-mail to Jian Zhang

(jian.zhang@uscg.gov) and ARPPO (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 524-204, Req. 1-01256". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	File Setup
P-9. Solid or Screen Tints Color Match	PMS
P-10. Process Color Match	File Setup

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instructions for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

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**Attachment(s):** NONE